-------------------------------- **Separate here and give Form W-4 to your employer. Keep the top part for your records.** --------------------------------

Form **W-4**	**Employee's Withholding Allowance Certificate**	OMB No. 1545-0074
Department of the Treasury Internal Revenue Service	▶ **Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.**	20**12**

1 Your first name and middle initial	Last name	**2 Your social security number**

Home address (number and street or rural route)	**3** ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate.
	Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code	**4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.** ▶ ☐

5	Total number of allowances you are claiming (from line **H** above **or** from the applicable worksheet on page 2)	**5**	
6	Additional amount, if any, you want withheld from each paycheck	**6**	$
7	I claim exemption from withholding for 2012, and I certify that I meet **both** of the following conditions for exemption.		
	• Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability **and**		
	• This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.		
	If you meet both conditions, write "Exempt" here . . . . ▶	**7**	

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature
(This form is not valid unless you sign it.) ▶   Date ▶

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	**9** Office code (optional)	**10** Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2.   Cat. No. 10220Q   Form **W-4** (2012)